

Job Position Available – City of Locust Grove

The City of Locust Grove seeks all qualified individuals (**Internal** for five (5) working days) for the following position: **Accounts Payable Clerk**. This position handles all accounts from the city's various vendors to verify delivery of product and services and schedules payments in a timely fashion. Position is responsible for generating reports for the Mayor and Council and Staff for budgeting and financial reporting and acts as a liaison between the city and major vendors such as utility providers and solid waste collection. Pay Grade of 57. Applications are available at City Hall, located at 3644 Highway 42, Locust Grove, GA 30248 from 8:30 AM to 4:30 PM Monday – Friday and will be accepted now until Noon on Monday, April 13, 2015. A resume may accompany the required job application. Job description with pay scale will be made available at City Hall and online at www.locustgrove-ga.gov. The City of Locust Grove is an equal opportunity employer and a drug-free workplace. All applicants must satisfy all GA Law on Immigration status to be eligible for employment.

Job Title: Accounts Payable Clerk - INTERNAL

Job Summary: This position handles all accounts from the city's various vendors to verify delivery of product and services and schedules payments in a timely fashion. Position is responsible for generating reports for the Mayor and Council and Staff for budgeting and financial reporting and acts as a liaison between the city and major vendors such as utility providers and solid waste collection.

Major Duties:

- Processes accounts payable including receipt, processing and payment of invoices;
- Responsible for managing the city's account with telecommunications providers including ordering new phones as necessary, coordinating repairs and replacement of lost phones and remitting regular payment to the proper service provider(s);
- Assists utility billing clerk with preparing service cut-offs; issuing past due notices and receiving and processing payments;
- Assists City Manager and City Clerk in financial and budgeting reports, including encumbrances and flagging accounts that are over budget.
- Receives and responds to complaints, concerns and suggestions regarding sanitation service;
- Generates weekly delivery list of cans for new residents;
- Calculates monthly sanitation charges and process bills;
- Supports the maintenance of City records and public documents;
- Performs related work as required.

Knowledge Required by the Position:

- Knowledge of modern office practices, methods, equipment, and standard clerical procedures;
- Knowledge of or ability to learn municipal laws, policies, codes, and regulations;
- Skill in the operation of modern office equipment;
- Ability to understand complex legal issues and requirements;

- Ability complete internal core courses as determined by the City;
- Ability to handle confidential financial matters with discretion;
- Ability to prepare clear and concise reports and maintain minutes and important records;
- Ability to understand and follow oral and written instructions;
- Ability to communicate clearly and effectively, orally and in writing;
- Ability to establish and maintain effective working relationships with City employees, City officials and the general public.

Supervisory Controls: Work is performed under the general supervision of the City Manager and reviewed through the inspection of records and the evaluation of the efficiency and effectiveness of operations.

Guidelines: Guidelines include City and departmental policies and procedures, State of Georgia Sunshine law and City Charter.

Complexity: The work consists of a variety of administrative, record keeping and clerical duties.

Scope and Effect: The purpose of this position is to maintain official city records and provide administrative and clerical support.

Personal Contacts: Contacts are typically with City Manager, Mayor, City Council, Department Directors, other City employees and the general public.

Purpose of Contacts: Contacts are typically to give and exchange information and provide services.

Physical Demands: The work is typically performed with the employee sitting at a desk. The employee uses tools or equipment requiring dexterity.

Work Environment: The work is typically performed in an office.

Supervisory and Management Responsibility: None.

Minimum Qualifications:

High school diploma or equivalent; prefer associates degree or completed coursework in related field; Two or more years related experience; equivalent combination of education and experience.

Pay Scale:

Accounts Payable Clerk – Grade 57